

Department of Resource Recycling and Recovery
SCOPE OF WORK
Conference and Training Classes

I. INTRODUCTION/OBJECTIVES

In April 1996, the California Integrated Waste Management Board (CIWMB) and the California Conference Directors of Environmental Health (CCDEH) agreed to work in partnership to identify and resolve issues to better promote mutual interests for meeting solid waste management legislative mandates. This joint effort was called “Partnership 2000,” a name that has carried forward to the present.

One of the commitments of Partnership 2000 was to hold an annual conference (Conference) for local enforcement agency (LEAs) and CIWMB staff. In December 2005, the Board directed staff to expand the training programs to more systematically encompass facility operators. With the re-organization of CIWMB, tire grantees and operators were also included in the training and technical support mandate.

This Interagency Agreement (IA) solicits professional services from California State University, Sacramento (CSUS) in securing their services and expertise in conference meeting planning, contract development, and management for the annual conference and related training classes.

II. WORK TO BE PERFORMED

CSUS will work closely with Department of Resources Recycling and Recovery (CalRecycle) staff in facilitating development, implementation and follow-up of training courses to include, but not limited to: Technical Training Series, Solid Waste Facility Tours, Distance Learning: Odor, Compostable Materials, and Communication.

II. TASKS IDENTIFIED

Project 1 – Technical Training Series - 2015

- Task 1.1 Review work plan and detailed budget with CalRecycle contract manager. Budget must include CSUS staff hours, all facility costs, and all other costs necessary for the event.
- Task 1.2 Negotiate and sign contract at selected venue with approval from CalRecycle contract manager.
- Task 1.3 If an offsite training is planned for conference attendees, CSUS will negotiate event package and sign contract if separate from venue contract.
- Task 1.4 CSUS will provide scheduled updates on assigned tasks and respond to questions from CalRecycle training staff within a period of time agreed on by both parties in Task 1.1.
- Task 1.5 Provide purchase orders for speakers selected by CalRecycle to serve as compensation for their services and pay for travel and per diem at state rates.
- Task 1.6 Conduct registration of all attendees for Technical Training Series, including Local Enforcement Agency staff, Tire Enforcement Agency staff, Solid Waste Facility staff, other Local Government representatives, State of California staff, and other approved attendees as identified

by CalRecycle contract manager. CSUS will not receive any registration fees on behalf of the State.

Task 1.7 Print conference programs using CalRecycle design.

Task 1.8 Reconcile discrepancies related to sleeping rooms, meeting facilities, audio visual equipment and or other related conference charges submitted by the hotel.

Task 1.9 Submit payment to hotel once approved by CalRecycle contract manager.

Task 1.10 Prepare and submit an itemized project invoice to CalRecycle contract manager for review.

Project 2 – Solid Waste Facility Tours Training

Task 2.1 Review work plan and detailed budget with contract manager including CSUS staff hours.

Task 2.2 Conduct Training. The Contractor will conduct the trainings at the selected locations including schedule training classes, handling registration, speaker travel arrangements, and finding meeting space. If a hotel or other space that requires payment is used for any of the venues, the Contractor will enter into that agreement and handle the financial transactions. In all cases, the Contractor will take the lead on duplicating class materials and getting them to the training site. The Contractor will work with CalRecycle staff to ensure that adequate supplies/materials/equipment is available at each training venue, which may include but not be limited to:

- A. Projection devices and screens
- B. Write boards or easels and marking pens
- C. Tables and chairs
- D. Laptop
- E. Other materials and equipment as needed

Task 2.3 Enrollment, Certification and Course Assessment. The Contractor is responsible for maintaining a master registration list at each training venue per requirements outlined by CalRecycle for REHS accreditation. A master list showing those that attended and those that successfully completed the class will be provided to CalRecycle.

Project 3: Distance Learning Training: Odor

Task 3.1 Review work plan and detailed budget with contract manager including CSUS staff hours.

Task 3.2 Research existing distance learning platforms that would be consistent with CalRecycle technology specifications and review 3-5 LEA-related distance learning courses as identified by the CalRecycle's Contract Manager. Present alternatives to CalRecycle's Contract Manager.

Task 3.3 Develop On-Line Curriculum: Using curriculum created for LEA Basic Courses by CalRecycle staff, develop materials for an online learning format consistent with CalRecycle technology

specifications including adding instructional design elements which may include, but need not be limited to, animated graphics and learning assessment tools/quizzes.

- Task 3.4 Test Curriculum: Provide online learning site to be tested by subject matter experts.
- Task 3.5 Submit Final Curriculum: Make changes to online learning site as requested by CalRecycle's Contract Manager after beta testing period has ended.
- Task 3.6 On-Line Curriculum Storage: Migrate the final curriculum and learning assessment tools to reside on the CCE server for at least one year or until the end of the contract.
- Task 3.7 Enrollment, Certification and course Assessment: Build a back-end database to collect and view log-in and evaluation data as well as validate curriculum completion. Build a reporting function to deliver data to CalRecycle's Contract Manager.
- Task 3.8 On-line Training Maintenance: Maintain training course for up to one year or until the end of the contract. Provide technical support to training site to ensure 24/7 access. CSUS will accept and complete edits of the text and function of the interactive elements once per quarter, not to exceed 15 hours of online development per quarter, as needed per direction from CalRecycle's Contract Manager.
- Task 3.9 Final Report: Prepare a final report, which summarizes the project accomplishments and the activities and discussions that occurred during the training classes. The Contractor will submit an electronic copy in Word format or another format approved by CalRecycle.

Project 4 – Compostable Materials Training

- Task 4.1 Review work plan and detailed budget with contract manager including CSUS staff hours.
- Task 4.2 Conduct Training. The Contractor will conduct the trainings at the selected locations including schedule training classes, handling registration, speaker travel arrangements, and finding meeting space. If a hotel or other space that requires payment is used for any of the venues, the Contractor will enter into that agreement and handle the financial transactions. In all cases, the Contractor will take the lead on duplicating class materials and getting them to the training site. The Contractor will work with CalRecycle staff to ensure that adequate supplies/materials/equipment is available at each training venue, which may include but not be limited to:
 - A. Projection devices and screens
 - B. Write boards or easels and marking pens
 - C. Tables and chairs
 - D. Laptop
 - E. Other materials and equipment as needed
- Task 4.3 Enrollment, Certification and Course Assessment. The Contractor is responsible for maintaining a master registration list at each training venue per requirements outlined by CalRecycle for REHS accreditation. A master list showing those that attended and those that successfully completed the class will be provided to CalRecycle.

Project 5 – Illegal Dumping Training

Task 5.1 Review work plan and detailed budget with contract manager including CSUS staff hours.

Task 5.2 Conduct Training. The Contractor will conduct the trainings at the selected locations including schedule training classes, handling registration, speaker travel arrangements, and finding meeting space. If a hotel or other space that requires payment is used for any of the venues, the Contractor will enter into that agreement and handle the financial transactions. In all cases, the Contractor will take the lead on duplicating class materials and getting them to the training site. The Contractor will work with CalRecycle staff to ensure that adequate supplies/materials/equipment is available at each training venue, which may include but not be limited to:

- A. Projection devices and screens
- B. Write boards or easels and marking pens
- C. Tables and chairs
- D. Laptop
- E. Other materials and equipment as needed

Task 5.3 Enrollment, Certification and Course Assessment. The Contractor is responsible for maintaining a master registration list at each training venue per requirements outlined by CalRecycle for REHS accreditation. A master list showing those that attended and those that successfully completed the class will be provided to CalRecycle.

Project 6 – Communication Training

Task 6.1 Review work plan and detailed budget with contract manager including CSUS staff hours.

Task 6.2 Conduct Training. The Contractor will conduct the trainings at the selected locations including schedule training classes, handling registration, speaker travel arrangements, and finding meeting space. If a hotel or other space that requires payment is used for any of the venues, the Contractor will enter into that agreement and handle the financial transactions. In all cases, the Contractor will take the lead on duplicating class materials and getting them to the training site. The Contractor will work with CalRecycle staff to ensure that adequate supplies/materials/equipment is available at each training venue, which may include but not be limited to:

- A. Projection devices and screens
- B. Write boards or easels and marking pens
- C. Tables and chairs
- D. Laptop
- E. Other materials and equipment as needed

Task 6.3 Enrollment, Certification and Course Assessment. The Contractor is responsible for maintaining a master registration list at each training venue per requirements outlined by CalRecycle for REHS accreditation. A master list showing those that attended and those that successfully completed the class will be provided to CalRecycle.

Project 7 – Technical Training Series – 2016

- Task 7.1 Review work plan and detailed budget with CalRecycle contract manager. Budget must include CSUS staff hours, all facility costs, and all other costs necessary for the event.
- Task 7.2 Negotiate and sign contract at selected venue with approval from CalRecycle contract manager.
- Task 7.3 If an offsite training is planned for conference attendees, CSUS will negotiate event package and sign contract if separate from venue contract.
- Task 7.4 CSUS will provide scheduled updates on assigned tasks and respond to questions from CalRecycle training staff within a period of time agreed on by both parties in Task 7.1.
- Task 7.5 Provide purchase orders for speakers selected by CalRecycle to serve as compensation for their services and pay for travel and per diem at state rates.
- Task 7.6 Conduct registration of all attendees for Technical Training Series, including Local Enforcement Agency staff, Tire Enforcement Agency staff, Solid Waste Facility staff, other Local Government representatives, State of California staff, and other approved attendees as identified by CalRecycle contract manager. CSUS will not receive any registration fees on behalf of the State.
- Task 7.7 Print conference programs using CalRecycle design.
- Task 7.8 Reconcile discrepancies related to sleeping rooms, meeting facilities, audio visual equipment and or other related conference charges submitted by the hotel.
- Task 7.9 Submit payment to hotel once approved by CalRecycle contract manager.
- Task 7.10 Prepare and submit an itemized project invoice to CalRecycle contract manager for review.

Project 8 – Permit/CEQA Training

- Task 8.1 Review work plan and detailed budget with contract manager including CSUS staff hours.
- Task 8.2 Conduct Training. The Contractor will conduct the trainings at the selected locations including schedule training classes, handling registration, speaker travel arrangements, and finding meeting space. If a hotel or other space that requires payment is used for any of the venues, the Contractor will enter into that agreement and handle the financial transactions. In all cases, the Contractor will take the lead on duplicating class materials and getting them to the training site. The Contractor will work with CalRecycle staff to ensure that adequate supplies/materials/equipment is available at each training venue, which may include but not be limited to:
- A. Projection devices and screens
 - B. Write boards or easels and marking pens
 - C. Tables and chairs
 - D. Laptop
 - E. Other materials and equipment as needed

Task 8.3 Enrollment, Certification and Course Assessment. The Contractor is responsible for maintaining a master registration list at each training venue per requirements outlined by CalRecycle for REHS accreditation. A master list showing those that attended and those that successfully completed the class will be provided to CalRecycle.

III. CONTRACT TASK TIME FRAME

Project 1 – Technical Training Series- 2015

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|-----------|-------------------------|
| Task 1.1 | June 2014 |
| Task 1.2 | June – July 2014 |
| Task 1.3 | July – August 2014 |
| Task 1.4 | August 2014 – June 2015 |
| Task 1.5 | January 2015 |
| Task 1.6 | January – May 2015 |
| Task 1.7 | May 2015 |
| Task 1.8 | July – August 2015 |
| Task 1.9 | August 2015 |
| Task 1.10 | August 2015 |

Project 2 – Solid Waste Facility Tours

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| Task 2.1 | April 2015 |
| Task 2.2 | April – August 2015 |
| Task 2.3 | September 2015 |

Project 3 – Distance Learning Training: Odor

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| Task 3.1 | April 2015 |
| Task 3.2 | April 2015 |
| Task 3.3 | April – July 2015 |
| Task 3.4 | July 2015 |
| Task 3.5 | August 2015 |
| Task 3.6 | August 2015 |
| Task 3.7 | September 2015 |
| Task 3.8 | September 2015 – September 2016 |
| Task 3.9 | October 2016 |

Project 4 – Compostable Materials Training

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| Task 4.1 | July 2015 |
| Task 4.2 | August – October 2015 |
| Task 4.3 | November 2015 |

Project 5 – Illegal Dumping Training

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| Task 5.1 | November 2015 |
| Task 5.2 | November 2015 – February 2016 |
| Task 5.3 | March 2016 |

Project 6 – Communication Training

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| Task 6.1 | January 2016 |
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| Task | 6.2 | January – April 2016 |
| Task | 6.3 | May 2016 |

Project 7 – Technical Training Series - 2016

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| Task | 7.1 | June 2015 |
| Task | 7.2 | June – July 2015 |
| Task | 7.3 | July – August 2015 |
| Task | 7.4 | August 2014 – June 2016 |
| Task | 7.5 | January 2016 |
| Task | 7.6 | January – May 2016 |
| Task | 7.7 | May 2016 |
| Task | 7.8 | July – August 2016 |
| Task | 7.9 | August 2016 |
| Task | 7.10 | August 2016 |

Project 8– Permit/CEQA Training

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| Task | 8.1 | August 2016 |
| Task | 8.2 | August – October 2016 |
| Task | 8.3 | November 2016 |